



September 11, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
We have the ideal job for you.

CLASSIFICATION: ***LIBRARY TECHNICAL ASSISTANT II***

TENURE/TIME BASE: ***PERMANENT/FULL TIME***

BUREAU/SECTION: ***ACQUISITIONS SECTION***

MONTHLY SALARY: ***\$3,057-\$3,716***

SUMMARY: Under the general direction of the Supervising Librarian of the Technical Services Unit, this position is responsible for overall acquisitions functions, including purchasing new titles for certain library collections, monitoring the quality control of all the serial publications, and providing general guidelines on invoice processing, etc. This position is also responsible for assigned activities at the paraprofessional level in the Acquisitions Section. As part of a team, the position is involved in the implementation of an automated library serials control system; this is to include conversion of Serials Unit records to machine- readable form and participation in the development of procedures.

DUTIES:

- Responsible for the direct supervision of five Acquisitions' LTA I Specialists in the Section.
- Interviews, hires and trains new staff.
- Schedules the operations of the sections sub-units and redirects staff as needed.
- Prepares performance evaluation reports.
- Assists Section Supervisor to resolve problems between sub-units in the Acquisitions Section and between Acquisitions Section and other sections of the library when conflicts arise or coordination is needed.
- Providing timely services for the acquisition of monographs, standing orders, and subscriptions, either directly or through subordinate staff; controlling, validating, or reviewing the adequacy of ordering procedures and recommending and implementing changes.
- Monitoring the quality control of all the serial publications receiving activities, searching and verifying issues not matched with existing titles, contributing to the maintenance of the serial database on the library's integrated system through the creation and modification of data.
- Ensuring that claim reports are handled in an appropriate timeframe and claim notices sent out when

necessary, either indirectly through subordinate staff or directly for those cases requiring more complex evaluation.

- Initiating follow-up action and updating records as required when responses are received.
- Controlling, validating, and reviewing the adequacy of Serials Unit's procedures including serial record conversion, and recommending and implementing changes.
- Coordinating production of special lists of the serials owned by the State Library.

PERFORMANCE STANDARDS:

- Ability to operate a keyboard and sit in front of a computer terminal for long periods of time.
- Ability to push a cart of books through a tunnel.
- Ability to stay focused in doing routine and repetitive tasks.
- Ability to verbally communicate thoughts clearly.
- Ability to read and follow instructions.
- Ability to change tasks and to work flexibly under stressful conditions.
- Ability to provide high quality and a high-quantity of products and services, and be detail-oriented.
- Ability to evaluate situations accurately and take effective actions.

DESIRABLE QUALIFICATIONS:

- Excellent oral and written communication skills.
- Experience with personal computers and their applications.
- Knowledge of personnel management including tactfully dealing with co-workers, managers, publishers, and vendors, etc.
- Knowledge of integrated library systems and library automation systems.
- Experience in developing library acquisitions controls, serials control procedures and in establishing priorities.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in "Examination(s) or Job Title(s) for which you are applying" on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER.